

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Business Process: Interstate Compact on the Placement of Children (ICPC)

I. POLICY

An Interstate Compact on the Placement of Children (ICPC) request and approval is required each time a CFSA child is placed in an out-of-state placement, or a child from another state is being placed in the District of Columbia, with a few exceptions (see *Section A (1) of the [ICPC Policy](#) for more information regarding exceptions to the ICPC*). If a child is placed in violation of the ICPC, the receiving state does not have to provide services or supervision and the sending state is fully liable for the placement.

II. PROCEDURES

A. General Procedures for Completing an ICPC Request

1. All requests for the placement of CFSA children outside of the District or for the placement of children into the District must be made through the District's ICPC Office (hereinafter DC ICPC Office) for review and processing.
 - a. States with the National Electronic Interstate Compact Enterprise (NEICE) database are required to submit requests electronically.
 - b. For jurisdictions that do not have NEICE, requests shall be made in accordance with the sending/receiving state's ICPC guidelines (e.g., via mail, encrypted email, or fax).
2. When requesting a home study and/or placement approval, the documents contained in the ICPC referral packet will vary depending on the nature of the proposed placement request and the jurisdiction for which the request is made. The worker shall review the applicable ICPC Request Checklist to ensure the documents in the ICPC referral packet contain the required information.
3. The proposed placement request shall correspond to the following checklists:
 - a. ICPC Request for a Home Study (for Parent(s) if court-ordered, Kinship, Guardianship, Foster or an Adoptive Home) - A1
 - b. ICPC Request for Placement Approval in a Kinship, Guardianship or Foster Home (Home Study Already Completed) - A2
 - c. ICPC Request for Placement Approval in an Adoptive Home (Home Study Already Completed) - A3
 - d. ICPC Request to Place a Child in a Residential or Group Home Facility (due to Border Agreement a referral is not needed In Maryland) - A4
 - e. ICPC Request for Resource Parents who Relocate with the Child to another State - A1
 - f. ICPC Out-of-Town Inquiry (OTI) Request to Place a Child in the District of Columbia by Another State (Parent, Kinship, Guardianship, Foster or Adoptive Home) – A5
 - g. ICPC Request for a Regulation 7 Priority Home Study (Parent and Relatives) – A6

B. ICPC Request for Placements Outside the District of Columbia

As a sending state, to request approval for an out-of-state placement, not including foster care placements or placement with parents unless court ordered, in Maryland, the assigned social worker or designee (hereinafter, the referring social worker) shall submit electronically, via the NEICE database, an ICPC referral packet to the DC ICPC office. Before submitting the ICPC referral packet, the sending social worker or designee shall review and complete the applicable ICPC Request Checklist (A1 –A6) to ensure that the documents in the ICPC referral packet contain the necessary information required by the DC ICPC office.

1. Within 5 calendar days of receipt of an ICPC request via NEICE, the ICPC specialist shall review the ICPC referral packet to ensure that all documents are present and complete.
2. If the ICPC referral packet is complete, the ICPC specialist shall complete the following steps in NEICE:
 - a. Review and sign electronically the Interstate Compact on the Placement of Children Request Form 100A (hereinafter, [ICPC 100A form](#)).
 - b. Submit the request to the receiving state's ICPC Office for approval within 5 calendar days of the referrals receipt.
 - c. Retain a copy for DC ICPC records.
3. If the ICPC specialist determines, within the 5 calendar days review time frame, that the ICPC referral is incomplete, the ICPC specialist shall call or send an e-mail to the referring social worker and indicate the outstanding documents or missing information.
 - a. If the ICPC specialist receives no response from the referring social worker within 3 days, he or she shall make a second call or e-mail to the referring social worker, or to his or her supervisor.
 - b. If the outstanding documents or missing information are not received within 10 days from the time of receipt, the ICPC specialist shall return the incomplete ICPC referral packet to the referring social worker with a transmittal, located in NEICE, outlining the reason(s) the referral is incomplete.
4. Upon receipt of the ICPC referral packet, the receiving state's ICPC office is expected to review the request and complete any further action required (i.e., conduct a Home Study when requested).
5. If the ICPC request is denied by the receiving state, the DC ICPC specialist shall inform the sending social worker of the denial within 5 calendar days of notice.
6. If the ICPC request is approved, the DC ICPC specialist shall forward the approved form [ICPC 100A](#) no later than 5 calendar days to the sending social worker, and the child may be placed in the receiving state.
 - a. If the child is not going to be placed in the approved out-of-state placement, or the proposed placement request is withdrawn, the CFSA referring social worker shall forward the Interstate Compact on the Placement Of Children Report on Child's Placement Status (hereinafter form ICPC 100B) to the receiving state's ICPC office as notification of a change to the child's proposed placement status.
 - b. Upon receipt, the DC ICPC specialist shall forward the form to the receiving state's ICPC office as notification of termination or change of the proposed placement.

7. Upon receipt of an ICPC approval, the sending social worker shall place the child with the approved placement resource. The sending social worker shall work together with the receiving agency social worker to arrange the details of the child's placement into the home or facility.
8. Once the child is placed, the referring social worker shall submit form [ICPC 100B](#) to the DC ICPC office as confirmation of the child's placement.

Note: The child must be placed with the approved placement resource in the receiving state within 6 months of the approval or the ICPC approval will expire. If the placement does not occur within 6 months, the sending social worker shall resubmit a new ICPC request (if needed) to the DC ICPC office for review and processing.
9. The DC ICPC specialist shall forward form [ICPC 100B](#) to the receiving state so that the receiving state can begin supervising and monitoring the child in the placement.
 - a. Per ICPC regulations, the receiving agency social worker is required to monitor the placement by conducting monthly face-to-face home visits to ensure the overall safety, permanency, and well-being of the child.
 - b. The receiving agency social worker is also required to complete progress/supervisory reports in NEICE if applicable, or mail, email, or fax the report to the receiving state's ICPC office on a quarterly basis until the placement terminates or until case closure occurs with prior concurrence of the receiving state.
10. The receiving state's ICPC office shall forward the quarterly progress/supervisory reports to the DC ICPC office.
11. The DC ICPC office shall (1) review the quarterly progress/supervisory report (2) retain one hard copy for DC ICPC records, and (3) upload a copy to the referring social worker for his or her records if it has not already been done.
12. Through the use of [form ICPC 100B](#), the referring social worker shall notify the DC ICPC office of any changes in the child's placement status or case closure. Changes in the child's placement status may include but are not limited to any of the following circumstances:
 - a. The child achieves permanency
 - b. The child reaches the age of majority (anywhere between 18 and 21 years old, depending on the individual state)
 - c. The child is legally emancipated.
 - d. Change in placement
 - e. The appropriate authorities in the sending state and receiving state concur that the ICPC case can be closed
13. When necessary, the sending worker shall make arrangements to ensure the return of the child to the District.
14. If a child disrupts from a placement in another jurisdiction, the following actions shall be taken:
 - a. Arrangements are made with the receiving state or receiving agency social worker for the child to be returned to the District at the District's expense.
 - b. If the placement disrupts due to safety concerns, the child shall be removed and placed in a foster home licensed by the receiving state or in an appropriate licensed facility until the District can make arrangements for the child's return.

- c. The District shall be responsible for any fees incurred as a result of arrangements made for the child's return.
- d. The DC ICPC office shall assist CFSA with reimbursement of any service expenditures incurred from the receiving state.

C. ICPC Request for a Home Study (for Parent(s) if Court-Ordered, Kinship, Guardianship, Foster or an Adoptive Home)

1. To initiate an ICPC request for a Home Study, the sending social worker or designee shall review and complete [ICPC Request Checklist A1](#) before submitting the referral packet to the DC ICPC office via NEICE.
2. When a Home Study is requested, the receiving state shall provide a written justification of their decision to approve or deny the placement request within 60 calendar days from the date the request is received in the receiving state.
 - Full licensure requests are expected to be completed within 120 days from the time of the request

D. ICPC Request for Placement Approval in a Placement in which a Home Study is Already Completed

1. To initiate an ICPC request for a placement approval in a foster care, kinship, or guardianship home, where the home study is already completed, the sending social worker or designee shall review and complete the [ICPC Request Checklist A2](#) before submitting the referral packet to the DC ICPC office via NEICE.

Note: The DC ICPC Office shall submit all guardianship home study requests as a foster care request for the purpose of receiving title IV-E funding.

2. To initiate an ICPC request for placement approval in an adoption home, where a home study is already completed (including the state of Maryland), the referring social worker shall review and complete the [ICPC Request Checklist A3](#) before submitting the referral packet to the DC ICPC office via NEICE.
3. Under the 2013 [Border Agreement between the District of Columbia and the State of Maryland](#), neither state is required to complete ICPC referrals for foster/kinship care placements. However, an ICPC referral is required if the foster parent files a petition for guardianship or adoption (See the Border Agreement Summary attached for more information).
4. Once the ICPC Packet is submitted, the receiving state's ICPC Office is expected to provide a written decision within 30 calendar days.

E. ICPC Request to Place a Child in a Residential or Group Home Facility (Except Maryland)

To initiate an ICPC request to place a child in a residential or congregate care facility, the referring social worker or designee shall review and complete [ICPC Request Checklist A4](#) before submitting the referral packet to the DC ICPC office via NEICE.

F. ICPC Requests for Resource Providers Who Relocate with a Child to Another State

1. When a resource provider plans to relocate to another state, including Maryland, he or she notifies the assigned social worker of their intent to move at least 60 calendar days prior to relocation.

2. Within 5 calendar days of receiving the notification, the social worker shall send a cover letter and the form [ICPC 100A](#) to the DC ICPC office for forwarding to the receiving state's Compact Administrator. The cover letter shall specify all identifying information regarding the relocation (e.g., names of individuals residing in the home, address, and date of relocation).
3. The social worker or designee shall review and complete [ICPC Request Checklist A1](#) before submitting the referral packet to the DC ICPC office via NEICE.
4. Within 30 days of relocation, in accordance with the ICPC regulations, the receiving state is expected to make initial contact with the family to ascertain conditions and progress toward compliance with applicable laws and requirements of the receiving state.
5. If the receiving state determines that the child's needs and safety cannot be met under the circumstances of the proposed relocation, the receiving state may provide a provisional approval that would grant the resource provider an opportunity to remedy problems in the home.
6. If the resource provider is not in compliance with the sending state's licensing requirement, or if the notification time frame is not adhered to as specified in this procedure, the child may be unable to relocate to the receiving state, or he or she may have to return to the ending state until the resource provider satisfied the licensing requirements of the receiving state.

G. Requests from Other States to Place Children in the District of Columbia: Out of Town Inquiries (OTI) for a Home Assessment or a Full Home Study

1. When initiating an ICPC request to place a child in the District of Columbia, the sending state is encouraged to review and complete [ICPC Request Checklist A5](#) before submitting the referral packet to the DC ICPC office.
2. Within 5 calendar days of receipt of an OTI request, the ICPC specialist shall review the OTI referral packet for completeness.
 - a. If the referral packet is incomplete, the ICPC specialist shall contact the sending state's ICPC office to request the required documents.
 - b. If the ICPC specialist does not receive a response within 3 business days, he or she shall make a second contact to the sending state's ICPC office.
 - c. If the outstanding documents are not received within 10 business days from the time the initial request for the required documents was made, the ICPC specialist shall return the incomplete referral to the sending state's ICPC office with a transmittal outlining the reason(s) the referral was deemed incomplete.
3. If the ICPC specialist determines that the referral is complete, within 5 calendar days of receipt, he or she shall forward the request to the CFSA Family Licensing Unit for completion of the home study.
4. CFSA shall complete a relative home assessment or a full home study as requested by the sending state.
 - a. If the OTI request is for a relative home assessment, within 60 calendar days of the date of receipt of the request, the assigned licensing social worker shall complete the home assessment with written recommendation of the approval or denial of the placement request, and forward it to the sending state.

- b. If the OTI request is for a full home study, before the 60th calendar day of the date of receipt of the request, CFSA shall provide a status report of the placement request, and forward it to the sending state. Full licensure requests shall be completed within 150 days from the Licensing Unit's receipt of the request.
5. Within 5 calendar days of receipt of the home assessment and written recommendation, the ICPC specialist shall complete the following tasks:
 - a. Review the documents to determine whether the placement request shall be approved or denied.
 - b. Document the placement decision by completing section IV of [form ICPC 100A](#).
 - c. Forward the home assessment and supporting documentation to the sending state's ICPC office with an ICPC transmittal.
6. If the OTI placement request is approved, the ICPC specialist shall coordinate a transfer staffing with the licensing social worker and the ongoing CFSA social worker in order to transfer case responsibility to the CFSA ongoing social worker within 3 to 5 business days of approval.
7. Upon receipt of an approval, the CFSA ongoing social worker shall contact the resource provider and the child's social worker in the receiving state to confirm the child's placement in DC within 30 days, and monthly until the child is placed or the ICPC approval expires.
8. Once the child is placed in the District, both the CFSA ongoing social worker and the ICPC specialist shall ensure receipt of form [ICPC 100B](#) as confirmation of the child's placement. The ICPC specialist shall also enter the child, birth family and resource provider's information as a new case in FACES.NET.

Note: If the child is not placed in the home within 6 months of the ICPC approval, or if the placement will no longer be used, the ongoing social worker shall ensure that the sending agency submits form ICPC 100B to the DC ICPC office as verification of ICPC case closure.
9. Once a child is initially placed, the CFSA ongoing social worker should visit the resource provider's home within 5 calendar days.
10. Upon the child's placement, the CFSA on-going social worker shall conduct monthly face-to-face home visits to monitor the placement and ensure the child's safety, permanency and well-being.
11. The CFSA on-going social worker shall complete and submit the progress/supervisory reports on a quarterly basis to the DC ICPC office.
12. The DC ICPC specialist shall review the quarterly report and forward it to the sending state's ICPC office and retain the remaining copy for DC ICPC records.
13. The CFSA ongoing social worker shall continue to monitor the placement and provide quarterly reports to the DC ICPC office until one of the following events occur:
 - a. The child stabilizes in the home and closure is recommended by both the CFSA ongoing social worker and the sending state social worker.
 - b. Legal guardianship/custody is granted to the caretaker by the sending state or the child is adopted.
 - c. The child reaches the age of majority or the case is closed in the sending state.

- d. The child disrupts from the placement resource. If disruption occurs, the following actions shall be taken:
 - i. Arrangements are made with the sending state or social worker for the child to be returned to the sending state at the sending state's expense.
 - ii. If the placement disrupts due to safety concerns, the child shall be removed and placed in a District-licensed foster home, or in an appropriate facility, until the sending state can make arrangements for the child's return.
14. The sending state shall be responsible for fees incurred for arrangements made while waiting for the child's return. The DC ICPC office shall assist CFSA with obtaining reimbursement of any service expenditures incurred from the sending state.

H. ICPC Request for a Regulation 7 Priority Home Study (Parent and Relatives)

Expedited placement of a child with a parent or relative in another state requires the court to issue an order for a Priority Placement Home Study. The proposed priority placement must be with a parent, stepparent, grandparent, adult brother or sister, adult uncle or aunt, or with the legal guardian of the child.

1. To initiate a priority placement, the sending social worker or designee shall review and complete [ICPC Request Checklist A6](#) before submitting the referral packet to the DC ICPC office via NEICE.
2. The sending social worker and the Assistant Attorney General (AAG) shall ensure that at least one of the following criteria is satisfied before a priority placement can be requested:
 - a. There is an unexpected dependency due to a sudden or recent incarceration, incapacitation, or death of a parent or guardian. ("Incapacitation" means a parent or guardian is unable to care for a child due to a medical, mental, or physical condition of a parent or guardian.)
 - b. The child sought to be placed is 4 years of age or younger and there are older siblings who need to be placed with the same proposed placement resource.
 - c. The court finds that any child in a sibling group has a substantial relationship with the proposed placement resource. "Substantial relationship" means the proposed placement has a familial or mentoring role with the child, has spent more than cursory time with the child, and has established more than a minimal bond with the child."
 - d. The child is currently in an emergency placement.

Note: a priority placement request does not apply to instances where the request is for the placement of the child in a foster, kinship, or adoptive placement that is already licensed, certified, or approved; or if the child is already in the receiving state in violation of ICPC.

3. The sending social worker and AAG shall ensure that the Court Order is signed and dated by the presiding judge and includes the judge's full name, address, telephone number, and if available, fax number. The Court Order shall reflect the finding that a proposed priority placement is necessary.
4. The sending social worker shall submit the referral within 3 business days from the time the Priority Court Order is issued by the Court to the DC ICPC office
5. Upon receipt of priority placement request, the DC ICPC office shall send the complete referral to the sending state via NEICE if applicable, or by overnight express mail carrier service, fax, or email within 2 business days of receipt.

6. In accordance with the ICPC Regulations, the receiving state shall provide a written justification of their decision to approve or deny a priority placement request within 20 business days from the date the request was received in the receiving state. If the receiving state denies the priority placement request, the denial shall be made in writing.

Note: if the social worker or the sending agency does not meet the timeline requirements for a priority placement request, the request may not receive priority consideration and may be processed as a “regular” ICPC placement approval request by the receiving state.

Note: Pursuant to the ICPC, if the DC ICPC office determines the receiving state to be out of compliance, it shall work with the Office of Attorney General (OAG) to initiate court proceedings in the receiving state for a remedy.

Definitions

1. **Age of Majority** – In the District of Columbia it is when a person reaches their 21st birthday. Youth committed to CFSA may remain in foster care until their 21st birthday. In other jurisdictions it is the chronological moment when a child legally ceases to be considered a minor and assumes legal control over their person, actions and decisions, thereby terminating the legal authority, control and responsibility of their parents, custodian or guardian over them. Its other jurisdictions it ranges from age 18 to 21.
2. **Approved Placement** - occurs when a child placing agency in the Receiving State has determined that the placement is both safe and suitable for the child.
3. **Border Agreement** – The ICPC allows agreements between two (2) states if there are unique situations such as large amounts of placements in the other state. The District of Columbia and the State of Maryland have a Border Agreement (BA) that, amongst other things, streamlines the time to place a youth with kin, under certain specific circumstances. See a summary of the Boarder Agreement Between the State of Maryland and the District of Columbia attached).
4. **CFSA Compact Administrator** - The Director of the Child and Family Services Agency.
5. **CFSA Deputy Compact Administrator** - the Program Manager and supervisor of the ICPC office or his or her immediate supervisor.
6. **Child** - an individual who is under 18 years of age; or a person, who by reason of minority, is legally subject to parental guardianship or similar control.
7. **Contracted Child Placing Agency** - any private corporation, agency, foundation, institution, or charitable organization, or any private person or attorney that facilitates, causes, or is involved in the placement of a child from one state to another and that is not an instrumentality of the state or acting under color of state law.
8. **Form ICPC-100A** - this form is initiated by the sending agency to request approval to place a child in another state. It provides relevant information regarding the placement. It serves as the actual contract between the Sending State and the Receiving State. A placement cannot be made until the Compact Administrator or designee from both states has approved and signed the ICPC 100A.
9. **Form ICPC-100B** - used to confirm the placement of a child in a Receiving State with an approved ICPC resource. It is also used to report on the child's placement status, indicating the date of placement or a change in placement. Form 100-B is also prepared for other status changes in the case, such as:
 - a. proposed placement request is withdrawn;
 - b. child's treatment is completed in the facility
 - c. custody of the child is transferred to a relative or parent;
 - d. Change from foster care to adoption;
 - e. child reaches the age of majority or is legally emancipated;
 - f. Sending State terminates jurisdiction with concurrence of the Receiving State or unilaterally;
 - g. child returns to Sending State;
 - h. child moves to another state; or
 - i. the approved resource is not used for the placement.
 - j. permanency is achieved
10. **Foster Care** - the care of a child on a 24-hour a day basis away from the home of the child's parent(s). Such care may be by a relative of the child, by a non-related individual, by a group home, or by a residential facility or any other entity.

11. **Home Assessment** - an evaluation of a prospective placement by a public child placing agency in the Receiving State to determine if the placement meets the individualized needs of the child, including but not limited to the child's safety and stability, health and well-being, and mental, emotional, and physical development. An assessment is only applicable to a placement by a public child placing agency. For example, only a county social service Agency can conduct a home assessment/safety check.
12. **Home Study** - an evaluation of a home environment conducted in accordance with the applicable requirements of the state in which the home is located, to determine whether a child's proposed placement would meet his or her needs, including the child's safety, permanency, health, well-being, and mental, emotional, and physical development. A home study can be completed by both public and private child placing agencies.
13. **Interstate Compact Specialist** - an employee of CFSA's ICPC office who is responsible for processing ICPC referrals under the supervision of the Deputy Compact Administrator.
14. **Jurisdiction** - the established authority of a court to determine all matters in relation to the custody, supervision, care and disposition of a child.
15. **Kinship Care** - when a child is placed with an individual who is at least 21 years of age and either:
 - a. A relative of the foster child by blood, marriage, or adoption; or
 - b. An individual, identified by a relative of the foster child by blood, marriage, or adoption, in a sworn affidavit, to have close personal or emotional ties with the foster child or the foster child's family which pre-dated the foster child's placement with the individual.
16. **Member State** - a state that has enacted the ICPC.
17. **Non-Custodial Parent** - a person who, at the time of the commencement of court proceedings in the Sending State, does not have sole legal custody of the child or has joint legal custody of a child, and who is not the subject of allegations or findings of child abuse or neglect.
18. **Non-Offending Parent** - the parent who is not the subject of the allegations or findings of child abuse or neglect.
19. **Parent** - The biological/putative father or mother, also through adoption, creating a parent-child relationship. *Note: this can be severed by court order, such as a Termination of Parental Right (TRR).*
20. **Permanency** - a process and a result that includes involvement of the youth as a participant or leader in finding a permanent connection with at least one committed adult who provides a safe, stable, and secure parenting relationship, love, unconditional commitment, lifelong support in the context of reunification, a legal adoption or guardianship, where possible, and the opportunity to maintain contacts with important persons including brothers and sisters.
21. **Placement** - the act by a public or private child placing agency intended to arrange for the care or custody of a child in another state.
22. **Priority Request** - a court order to expedite the placement of a child in another state that meets the legal requirements of ICPC Regulation 7 for a priority placement.
23. **Progress Reports** - reports completed by the receiving state's on-going social worker, usually on a quarterly basis, once a child has been placed in a Receiving State pursuant to this compact.

24. **Provisional Placement** - a status made by the public child placing agency in the Receiving State that the proposed placement is safe and suitable, and to the extent allowable, the Receiving State has temporarily waived its standards or requirements otherwise applicable to prospective foster or adoptive parents so as to not delay the placement. Completion of the Receiving State requirements regarding training for prospective foster or adoptive parents shall not delay an otherwise safe and suitable placement.
25. **Receiving Agency** - the agency in the state to which the child is to be placed.
26. **Receiving State** - the state to which a child is sent, brought or caused to be sent or brought, whether by public authorities or private persons or agencies, and whether for placement with state or local public authorities or for placement with private agencies or persons.
27. **Relative** - someone who is related to the child as a parent, step-parent, sibling by half or whole blood or by adoption, grandparent, aunt, uncle, or first cousin or a non-relative with such significant ties to the child that they may be regarded as relatives as determined by the court in the Sending State.
28. **Residential Facility** - a facility providing a level of 24-hour, supervised care that is beyond what is needed for assessment or treatment of an acute condition. For purposes of the Compact, residential facilities do not include institutions primarily educational in character, hospitals, or other medical facilities.
29. **Resource Provider** - Those whom are responsible for a child/youth (age birth to 21 years) who is in placement through CFSA; a caretaker, employee or volunteer, whether compensated or non-compensated, in an out-of-home care setting who is responsible for the child's/youth's welfare; a person who legally or voluntarily assumes the care, custody, maintenance or support of the child/youth; and any other staff person in an out-of-home care setting regardless of whether or not the person is responsible for the care or supervision of the child/youth.
30. **Sending Agency** - the agency from which the placement of a child is initiated. The ICPC defines it as " a party state, officer or employee thereof; a subdivision of a party state, or officer or employee thereof; a court of a party state; a person, corporation, association, charitable agency or other entity which sends, brings, or causes to be sent or brought any child to another party state.
31. **Sending State** - the state from which the placement of a child is initiated.
32. **State** - a state of the United States, the District of Columbia, the Commonwealth of Puerto Rico, the U.S. Virgin Islands, Guam, American Samoa, the Northern Marianas Islands and any other territory of the United States.
33. **Supervision** - monitoring provided by the Receiving State once a child has been placed in a Receiving State pursuant to the ICPC.
34. **Supervisory Reports** - reports done by the receiving state's on-going social worker, usually on a quarterly basis, once a child has been placed in a Receiving State pursuant to this compact.
35. **Title IV-E Eligibility Status** - determines whether a child in need of an out-of-state placement will be eligible for Medicaid. This information may be obtained from the Eligibility Specialist located at CFSA's Business Services Administration.
36. **Visitation** - as per ICPC Regulation No. 9, a visit is a stay, away from the foster care placement, that lasts no longer than 30 days. A stay lasting longer than 30 days shall be considered a placement, unless it begins and ends within the period of a child's vacation from school as determined by the academic calendar of the school. The duration of the visit should be clear from the circumstances that it is a visit and not a placement or "pre-placement" and should have a clear beginning and end date.

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency**



ICPC Request for a Home Study (for Parent(s) if Court-Ordered, Kinship, Guardianship, Foster or Adoptive Homes) - A1

| | |
|---|--|
| <input type="checkbox"/> | 1. Cover Letter <ul style="list-style-type: none"> The letter should be addressed to the receiving state compact administrator on the sending agency letterhead for the program administrator's signature |
| <input type="checkbox"/> | 2. Regulation 2 Social Worker Statement Form |
| <input type="checkbox"/> | 3. Form 100A (1 copy) (DO NOT REQUEST APPROVAL IN FACES) <ul style="list-style-type: none"> This is to be filled out for each child and signed by the social worker If the child's legal status is Private Placement or Conditionally Released, the presiding judge must sign the 100A |
| <input type="checkbox"/> | 4. Form 100B (1 copy) (DO NOT REQUEST APPROVAL IN FACES) <ul style="list-style-type: none"> Use if the child is already placed in the placement This is to be filled out for each child and signed by the social worker |
| <input type="checkbox"/> | 5. Court Order <ul style="list-style-type: none"> Must be the most recent court order with legal status If the legal status is commitment, the date of jurisdiction must be clear and not expired |
| <input type="checkbox"/> | 6. Most Recent Court Report and/or Social Summary <ul style="list-style-type: none"> The document must be signed and dated by the Social Worker. The document should be on an agency letterhead. |
| <input type="checkbox"/> | 7. Most Recent Case Plan signed and dated |
| <input type="checkbox"/> | 8. Title IV-E Determination |
| <input type="checkbox"/> | 9. Child's Birth Certificate - IF REQUESTED |
| <input type="checkbox"/> | 10. Child's Social Security Card - IF REQUESTED |
| <input type="checkbox"/> | 11. Psychological, Psychiatric, Developmental Assessment(s) less than 2 years old |
| <input type="checkbox"/> | 12. School Report/IEP if available |
| <input type="checkbox"/> | 13. Medical Reports less than 1 year old |
| <input type="checkbox"/> | 14. ICPC Financial/Medical Plan |
| <i>Note: The following documents must be submitted for Regulation 1, Resource Parent relocating to another state with the child</i> | |
| <input type="checkbox"/> | 15. A copy of the Current Resource Parent License or Certificate and Training Certificate |
| <input type="checkbox"/> | 16. A copy of the original home study and any home study updates |
| <input type="checkbox"/> | 17. Background Clearances: State Police, FBI and Child Protection Register Clearances |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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ICPC Request for Placement Approval in a Kinship, Guardianship, or Foster Home (Home Study Already Completed) - A2

| | |
|--------------------------|---|
| <input type="checkbox"/> | <p>1. Form 100A</p> <ul style="list-style-type: none"> ▪ This is to be filled out for each child and signed by the social worker ▪ The presiding judge must sign the 100A if the child's legal status is Private Placement or Conditionally Released |
| <input type="checkbox"/> | <p>2. Form 100B</p> <ul style="list-style-type: none"> ▪ If the child(ren) is already placed in the placement ▪ This is to be filled out for each child and signed by the social worker |
| <input type="checkbox"/> | <p>3. Most Recent Court Order</p> <ul style="list-style-type: none"> ▪ Must clearly specify the legal status ▪ If the legal status is commitment, the date of jurisdiction must be clear and not expired |
| <input type="checkbox"/> | <p>4. Most Recent Court Report and/or Social Summary</p> <ul style="list-style-type: none"> ▪ The document must be signed and dated by the social worker ▪ The document should be on an agency letterhead |
| <input type="checkbox"/> | <p>5. Title IV-E Determination</p> |
| <input type="checkbox"/> | <p>6. Psychological, Psychiatric, Developmental Assessment(s) less than 2 years old</p> |
| <input type="checkbox"/> | <p>7. School Report/IEP if available</p> |
| <input type="checkbox"/> | <p>8. Medical Reports less than 1 year old</p> |
| <input type="checkbox"/> | <p>9. Copy of the Original Home Study</p> <ul style="list-style-type: none"> ▪ The home study must indicate that the home is approved for (foster care) placement. It must also specify the capacity, age range and gender(s) that the home is approved for. <ul style="list-style-type: none"> ▪ This must be signed/dated by the evaluator and supervisor. |
| <input type="checkbox"/> | <p>10. Home Study Re-Evaluation or Update (if the original is over a year old)</p> <ul style="list-style-type: none"> ▪ The home study must indicate that the home is approved for placement (foster care) and must specify the capacity, age range and gender(s) that the home is approved for ▪ This must be signed/dated by the evaluator and supervisor |
| <input type="checkbox"/> | <p>11. Background clearances are required on all adults in the home:</p> <ul style="list-style-type: none"> ▪ State Police Clearances ▪ FBI Clearances ▪ Child Protection Register Clearances (Abuse and Neglect) |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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**ICPC Request for Placement Approval in an Adoptive Home (Home Study Already Completed) -
A3**

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|--------------------------|--|
| <input type="checkbox"/> | <p>1. Form 100A</p> <ul style="list-style-type: none"> ▪ This is to be filled out for each child and signed by the social worker ▪ The presiding judge must sign the 100A if the child's legal status is Private Placement or Conditionally Released |
| <input type="checkbox"/> | <p>2. Form 100B</p> <ul style="list-style-type: none"> ▪ If the child(ren) is already placed in the placement ▪ This is to be filled out for each child and signed by the social worker |
| <input type="checkbox"/> | <p>3. Legally Free Documents for Adoption</p> <ul style="list-style-type: none"> ▪ Consent Decree ▪ Relinquishment ▪ Termination of Parental Rights Court Order ▪ Waiver of Parental Rights ▪ Death Certificate |
| <input type="checkbox"/> | <p>4. Most Recent Court Order</p> <ul style="list-style-type: none"> ▪ Must clearly specify the legal status ▪ If the legal status is commitment, the date of jurisdiction must be clear and not expired |
| <input type="checkbox"/> | <p>5. Most Recent Court Report and/or Social Summary</p> <ul style="list-style-type: none"> ▪ The document must be signed and dated by the social worker ▪ The document should be on an agency letterhead |
| <input type="checkbox"/> | 6. Psychological, Psychiatric, Developmental Assessment(s) less than 2 years old |
| <input type="checkbox"/> | 7. School Report/IEP if available |
| <input type="checkbox"/> | 8. Medical Reports less than 1 year old |
| <input type="checkbox"/> | <p>9. Copy of the Original Adoption or Foster care Home Study</p> <ul style="list-style-type: none"> ▪ The home study must indicate that the home is approved for (foster care) placement. It must also specify the capacity, age range and gender(s) that the home is approved for ▪ This must be signed/dated by the evaluator and supervisor |
| <input type="checkbox"/> | <p>10. Home Study Re-Evaluation or Update (if the original is over a year old)</p> <ul style="list-style-type: none"> ▪ The home study must indicate that the home is approved for ADOPTION placement and must specify the capacity, age range and gender(s) that the home is approved for ▪ This must be signed/dated by the evaluator and supervisor |
| <input type="checkbox"/> | <p>11. Background clearances are required on all adults in the home:</p> <ul style="list-style-type: none"> ▪ State Police Clearances ▪ FBI Clearances ▪ Child Protection Register Clearances (Abuse and Neglect) |
| <input type="checkbox"/> | <p>12. Three Progress Reports</p> <ul style="list-style-type: none"> ▪ The third/last progress report MUST speak to the readiness of the foster/adoptive parent to adopt or assume guardianship of the child |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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ICPC Request to Place a Child in a Residential or Group Home Facility (Except Maryland) - A4

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|--------------------------|--|
| <input type="checkbox"/> | <p>1. Form 100A (DO NOT REQUEST APPROVAL IN FACES)</p> <ul style="list-style-type: none"> ▪ This is to be filled out for each child and signed by the social worker ▪ If the child's legal status is Private Placement or Conditionally Released the presiding judge must sign the 100A |
| <input type="checkbox"/> | 2. Acceptance Letter from the Facility |
| <input type="checkbox"/> | <p>3. A written statement assuring financial responsibility</p> <ul style="list-style-type: none"> ▪ If the Residential Review Committee/Systems of Care reviewed the case, then a Level of Care Agreement should be included; or ▪ Provide a contract statement on agency letterhead and signed by the Program Administrator or designee ▪ For placement into a group home, Title IV-E eligibility documentation is satisfactory |
| <input type="checkbox"/> | 4. For Juvenile Delinquents – include Article VI court order signed and dated by the Presiding Judge for the adjudicated delinquent |
| <input type="checkbox"/> | <p>5. Disruption Letter</p> <ul style="list-style-type: none"> ▪ Indicate the person who is responsible for child's removal from facility if the placement disrupts ▪ This letter should be signed and dated by the social worker or person responsible for child; please include phone number |
| <input type="checkbox"/> | <p>6. Most Recent Court Order (if applicable)</p> <ul style="list-style-type: none"> ▪ Must clearly specify the legal status ▪ If the legal status is commitment, the date of jurisdiction must be clear and not expired |
| <input type="checkbox"/> | <p>7. Most Recent Court Report and/or Social Summary</p> <ul style="list-style-type: none"> ▪ The document must be signed and dated by the social worker ▪ The document should be on an agency letterhead |
| <input type="checkbox"/> | 8. Psychological, Psychiatric, Developmental Assessment(s) less than 2 years old |
| <input type="checkbox"/> | 9. School Report/IEP (if available) |
| <input type="checkbox"/> | <p>10. Medical Reports (if available)</p> <ul style="list-style-type: none"> ▪ Only include this information if it is less than 1 year old |
| <input type="checkbox"/> | <p>11. Group Home Placement Only</p> <ul style="list-style-type: none"> ▪ When requesting approval to place a child in a group home, the ICPC referral packet shall include all of the above-mentioned documents, with the exception of the DBH Level of Care Agreement and Institutional Care of Delinquent Court Order |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
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ICPC Out-of-Town Inquiry (OTI) Request to Place a Child in the District of Columbia by Another State (Parent, Kinship Caregiver, Guardian, Foster or Adoptive Parent) - A5

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| <input type="checkbox"/> | 1. Cover Letter <ul style="list-style-type: none"> ▪ The letter should be addressed to the DC Compact Administrator or Designee on the Sending Agency letterhead |
| <input type="checkbox"/> | 2. Regulation 2 Social Worker Statement Form |
| <input type="checkbox"/> | 3. Form 100A (1 copy) <ul style="list-style-type: none"> ▪ This is to be filled out for each child and signed by the social worker |
| <input type="checkbox"/> | 4. Form 100B (1 copy) <ul style="list-style-type: none"> ▪ Use if the child is already placed in the placement ▪ This is to be filled out for each child and signed by the social worker |
| <input type="checkbox"/> | 5. Court Order <ul style="list-style-type: none"> ▪ Must be the most recent court order with legal status ▪ If the legal status is commitment, the date of jurisdiction must be clear and not expired |
| <input type="checkbox"/> | 6. Most Recent Court Report and/or Social Summary <ul style="list-style-type: none"> ▪ The document must be signed and dated by the social worker ▪ The document should be on an agency letterhead |
| <input type="checkbox"/> | 7. Most Recent Case Plan Signed and Dated |
| <input type="checkbox"/> | 8. Title IV-E Determination |
| <input type="checkbox"/> | 9. Child's Birth Certificate - IF REQUESTED |
| <input type="checkbox"/> | 10. Child's Social Security Card - IF REQUESTED |
| <input type="checkbox"/> | 11. Psychological, Psychiatric, Developmental Assessment(s) less than 2 years old |
| <input type="checkbox"/> | 12. School Report/IEP if available |
| <input type="checkbox"/> | 13. Medical Reports less than 1 year old |
| <input type="checkbox"/> | 14. ICPC Financial/Medical Plan |
| <i>Note: The following documents need to be submitted for Regulation 7 Priority Home Study Requests for Parents Only</i> | |
| <input type="checkbox"/> | 15. ICPC 101 Sending State Priority Home Study Request signed and dated by the Judge |
| <input type="checkbox"/> | 16. Regulation 7 Priority Court Order |
| <input type="checkbox"/> | 17. Regulation 7 Expedited Social Worker Statement |

**GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency**



ICPC Request for a Regulation 7 Priority Home Study (Parent and Relatives) - A6

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|--------------------------|--|
| <input type="checkbox"/> | 1. Cover Letter <ul style="list-style-type: none"> The letter should be addressed to the Receiving State Compact Administrator on the Sending Agency letterhead for the Program Administrator's signature |
| <input type="checkbox"/> | 2. Form 100A (1 copy) (DO NOT REQUEST APPROVAL IN FACES) <ul style="list-style-type: none"> This is to be filled out for each child and signed by the social worker If the child's legal status is Private Placement or Conditionally Released, the presiding judge must sign the 100A |
| <input type="checkbox"/> | 3. Form 100B (1 copy) (DO NOT REQUEST APPROVAL IN FACES) <ul style="list-style-type: none"> Use if the child is already placed in the placement This is to be filled out for each child and signed by the social worker |
| <input type="checkbox"/> | 4. Court Order <ul style="list-style-type: none"> Must be the most recent court order with legal status If the legal status is commitment, the date of jurisdiction must be clear and cannot be expired |
| <input type="checkbox"/> | 5. Most Recent Court Report and/or Social Summary <ul style="list-style-type: none"> The document must be signed and dated by the social worker The document should be on an agency letterhead |
| <input type="checkbox"/> | 6. Most Recent Case Plan Signed and Dated |
| <input type="checkbox"/> | 7. Title IV-E Determination |
| <input type="checkbox"/> | 8. Child's Birth Certificate - IF REQUESTED |
| <input type="checkbox"/> | 9. Child's Social Security Card - IF REQUESTED |
| <input type="checkbox"/> | 10. Psychological, Psychiatric, Developmental Assessment(s) less than 2 years old |
| <input type="checkbox"/> | 11. School Report/IEP if available |
| <input type="checkbox"/> | 12. Medical Reports less than 1 year old |
| <input type="checkbox"/> | 13. ICPC Financial/Medical Plan |
| <input type="checkbox"/> | 14. ICPC 101 Sending State Priority Home Study Request signed and dated by the Judge |
| <input type="checkbox"/> | 15. Regulation 7 Priority Court Order |
| <input type="checkbox"/> | 16. Regulation 7 Expedited Social Worker Statement |

GOVERNMENT OF THE DISTRICT OF COLUMBIA
Child and Family Services Agency



Summary of the Border Agreement Between Maryland and District of Columbia

In an effort to better serve the children of The District of Columbia and the State of Maryland who may need to cross borders in the Metropolitan area of the District for foster care, a Border Agreement (BA) has been implemented. Careful to maintain the protections and advantages to children under the ICPC, the BA serves as a mechanism to expedite the Interstate Compact for the Placement of Children (ICPC) probes and better serve children living in the District of Columbia Metropolitan area.

This is a summary of the BA. For complete details please refer to the BA itself. It applies to children who are in the care and custody of either Child and Family Services Agency (CFSA) or Maryland's Local Department of Social Services and placed outside of their home jurisdiction in the neighboring jurisdiction of Maryland or the District.

It does not apply to placements made with parents into either jurisdiction; placements made with relatives into either jurisdiction where the relative is not being approved as a resource home; or children committed to Department of Youth Rehabilitative Services (DYRS) or the Maryland Department of Juvenile Services (DJS).

The BA streamlines the ICPC procedures for children and youth temporarily placed into foster care, who need to be placed into the other jurisdiction. "Full" ICPC approval from the receiving state is no longer needed, but a monthly list is exchanged by the two jurisdictions indicating the children/youth who were placed in a licensed foster home and visited by a licensed social worker. "Full" ICPC approval is still required for a non-temporary foster care placement.

If permanency is to be achieved through adoption or guardianship, then the ICPC process applies.

The BA allows the District and Maryland to share information with the receiving jurisdictions' state education agency and permits joint monitoring visits child placement agencies.

Emergency placements with kin are permissible under the BA if kin receive a temporary license, and even as soon as the kin have submitted an emergency temporary licensing packet to their jurisdiction's licensing office and has received a satisfactory criminal records check including a satisfactory Child Protection Register/Services check. Also required is a satisfactory safety and clinical assessment of the prospective foster home and a demonstrated willingness and ability to provide a safe and secure environment. Again, the BA speeds up the process, but note that if there are any issues that arise that cannot be solved to the satisfaction of the receiving jurisdiction, the child/youth will need to be placed elsewhere.

When DC CFSA or MD DHR requires a safety check on a child in the other state, a request will be made to the local Child Protective Services (CPS) office for a safety check by the local office. If the local office is unable to accommodate the request, the requesting agency may enter the other state to complete the safety check. In that case, the requesting agency will inform the local CPS office, by the next business day, that a safety check was completed in that jurisdiction. Only dually-licensed social workers will be permitted to complete safety checks in the other jurisdiction.

See the BA for details.